

23 July 2003

From: Commanding Officer, Transient Personnel Unit Puget Sound
To: Navy Veteran

Subj: TRANSITION ASSISTANCE

Encl: (1) Transition Assistance Checklist

1. Congratulations on your return to the U.S. Navy. Not only do we have the finest facilities of any Transient Personnel Unit (TPU) in the Navy, but we also pride ourselves on having a totally professional staff, which provides top-notch customer service.

2. While assigned to TPU awaiting transfer, we do our best to place you in a working environment within your rate group. Also, you will be required to PT with our staff 2-3 times a week. Military bearing and compliance with the uniform regulations is strictly enforced. Additional information is provided in enclosure (1).

3. Your points of contact will be ABE2(AW) Ceballos/MR2(SW) Hadlock, and their phone number is 360-396-4745. They will assist you in your transition into the Navy and help you get settled in once you arrive. Enclosure (2) is provided to assist you in locating TPU. Should you need to contact anyone on the TPU staff in the event you can't reach ABE2 Ceballos or MR2 Hadlock, please don't hesitate to contact the Quarterdeck at (360) 396-1893 or write to the above letterhead address. For additional information please go to our website at www.tpupugetsound.navy.mil.

4. Again, we look forward to your arrival and welcoming you back into the Navy.

Sincerely,

D. R. MONROE
Lieutenant Commander, U.S. Navy
Commanding Officer

NAVY VETERAN
TRANSITION ASSISTANCE
CHECKLIST

Prior to leaving the MEPS station, you will need the following:

1. If you have a guaranteed school, ensure that the class convening dates are annotated on your orders.
2. As it may take up to 30 days to receive your first paycheck, bring enough money to cover your expenses for this time period.
3. If you are taking the airport shuttle, it will cost approximately \$15.00-20.00. You may claim this on your travel claim.
4. Bring any serviceable uniforms that you may have. This will reduce your uniform expenses.

You should expect the following when checking into TPU:

1. Upon reporting to our quarterdeck, you should provide accurate recall information. If you do not have living quarters, you will be assigned a barracks room. All NAVET rooms are double occupancy.
2. Please ensure you bring personal hygiene items, such as towels, soap, pt gear, etc. These items will not be provided by TPU.
3. Our NAVET department personnel will inform you of your initial PSD appointment. Once you check in with PSD, they will put you back into the military system. This process may take up to 2 weeks.
4. Bring any old medical or dental records that you may have. This will assist you in checking into Medical and Dental.
5. Be prepared to provide a urine sample to our Command Urinalysis Coordinator within 2 days of checking in.
6. Telephone and cable is available at TPU. However, it will be at your own expense.
7. Contraband, including knives, alcohol, drugs, etc. are not permitted in the TPU barracks.
8. You will be required to muster 3 times a day. Your muster times are 0730, 1300, 1600.

Encl (1)